



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 6110.1A
N00CL
25 SEP 2001

COMNAVREG SW INSTRUCTION 6110.1A

From: Commander, Navy Region Southwest

Subj: COMMAND STAFF HEALTH AND PHYSICAL READINESS PROGRAM

Ref: (a) OPNAVINST 6110.1F
(b) MILPERSMAN 6110-010
(c) BUPERSINST 1430.16D
(d) BUPERSINST 1610.10
(e) NAVPERS 15612

Encl: (1) Safety Policies
(2) Fitness Enhancement Program (FEP)
(3) FEP Notification
(4) FEP Indoctrination
(5) Administrative Remarks (Page 13)
(6) Department/Division Fitness Leader (Primary/Alternate)

1. Purpose. To provide revised policy and guidance for implementation and coordination of the physical readiness program for Navy Region Southwest (NRSW) command staff personnel per references (a) through (e).

2. Cancellation. COMNAVBASESDINST 6110.1

3. Discussion. To ensure the operational effectiveness of the command, every military member shall achieve and maintain established standards of physical readiness and participate in a lifestyle that promotes optimal health. This program is designed to support and enhance the physical readiness of all military personnel year-round. Physical readiness training is a complete conditioning program, which reduces excess body fat and develops and maintains the flexibility, cardiorespiratory fitness, muscular strength and endurance needed to perform routine and emergency tasks.

4. Policy

a. Reference (a) provides guidelines for command physical readiness programs and performance evaluation administrative actions. This program requires command sponsored aerobic conditioning three to five times per week not to include team sport activities, semi-annual physical fitness assessments, and a Fitness Enhancement Program (FEP) available for all personnel.

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b. A culture of fitness requires integrating physical readiness activities into the workweek in the same manner applied to meeting other mission and operational requirements. The FEP is designed to meet the needs of all personnel striving for improved fitness, not simply those who do not meet standards.

c. The Command Fitness Leader (CFL) will conduct a Physical Fitness Assessment (PFA) in the second and fourth quarter of each calendar year, usually in May and November, using the criteria in reference (a). Evaluations and fitness reports shall include comments pertaining to outstanding performance on a PFA or failure to show progress in meeting minimum test standards, when there are no medically limiting circumstances. Those individuals who fall at or below prescribed standards of physical fitness and/or height/weight/body fat standards will require remedial conditioning. Individuals will not be eligible for re-enlistment if they fail any portion of a semi-annual cycle three times in any four-year period except under the following conditions:

(1) Re-enlistment of members with 18 or more years of service or otherwise within two years of qualifying for retirement is subject to sections 1176 and 12686 of title 10, United States Code, which requires that the separation of the member be approved by the Chief of Naval Personnel or higher authority. This does not, however, protect them from administrative separation proceedings for other causes.

(2) Member subsequently passes three consecutive PFAs.

(a) Upon member's request, the COS may extend enlistments in six-month increments per reference (d) to allow members to pass three consecutive PFAs and become eligible for reenlistment.

(b) Failure of a PFA during an extension period for the above reason shall prevent additional extensions and result in discharge at Enlisted Active Obligated Service (EAOS).

d. Use of treadmills for PFA is not authorized at this command due to limited facilities.

5. Action

a. The Chief of Staff shall:

(1) Appoint a CFL and an Assistant Command Fitness Leader (ACFL) who meet the requirements of reference (a).

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(2) Ensure the CFL manages the COMNAVREG SW's Health and Physical Readiness Program and complies with the guidelines set forth in references (a) through (e).

b. Command Fitness Leader shall:

(1) Ensure the physical readiness of all military members are tested twice each year, no less than four months apart.

(2) Advise the Chain of Command (CMC, RMC, COS) on all Health and Physical Readiness Program matters.

(3) Ensure safety procedures are followed in accordance with enclosure (1).

(4) Forward results of PFAs for all command members to COMNAVPERSCOM (PERS-601) within 30 days of completion of testing.

(5) Ensure a letter is sent to Chief of Naval Personnel 82 (officers), with a copy to PERS 4 (enlisted) for members out of standards or those failing the PFA, per reference (a).

(6) Ensure an effective Fitness Enhancement Program described in enclosure (2) is available for members not meeting naval physical readiness standards.

c. Assistant Command Fitness Leader shall:

(1) Advise the Chain of Command in all physical readiness program matters, particularly concerning members who need assistance in meeting physical readiness standards.

(2) Coordinate the training and counseling efforts of all Department/Division Fitness Leaders (DFLs) and resolve any problems that arise in the program.

(a) Instruct DFLs, as appropriate, in conducting the PFA and Fitness Enhancement Program.

(b) Ensure all DFLs are Cardiopulmonary Resuscitation (CPR) qualified at all times.

(3) Administer the PFA per reference (a) to all COMNAVREG SW staff military personnel using a team consisting of DFLs.

(a) Ensure Risk Factor Screening and Medical Referral (SF 600) forms are properly completed for all members by DFLs prior to each PFA and Physical Readiness Program software is updated with results.

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(b) Ensure the PFA is announced 10-12 weeks prior to the test date in the Plan of the Week or via e-mail.

(c) Ensure members fulfill the physical examination requirements, before participating in the PFA program.

(d) Ensure those members requiring medical clearance, as indicated on SF 600 are referred to an authorized medical department representative for medical clearance prior to participation in the PFA.

(4) Supervise the Fitness Enhancement Program in conjunction with the Regional Morale, Welfare and Recreation (MWR) Department. Coordinate with the MWR Department for required physical trainer and testing facilities.

(a) Ensure the Fitness Enhancement Program is coordinated for all personnel at or below the minimum fitness standards of the PFA or height/weight/body fat in accordance with enclosure (2). Monitor those people in the Fitness Enhancement Program weekly and submit updates on these members to the CFL.

(b) Advise department heads of personnel failing to meet the Navy's physical fitness standards, using enclosure (3).

(c) Indoctrinate personnel who are at or below the minimum fitness standards of the PFA on the requirements of the Fitness Enhancement Program, using enclosure (4).

(d) Provide weekly report to respective department heads and leading chief petty officers on any unauthorized absences of personnel enrolled in the Fitness Enhancement Program.

(5) Report any physical readiness program related injuries to the CNRSW Safety Officer so they may be documented per reference (a).

(6) Maintain test results for all personnel tested and forward copies of test results to appropriate departments.

(7) Consolidate and compile Page 13 entries, using enclosure (5), for personnel who fail the PFA and forward to Flag Admin for inclusion in the member's field service record.

(8) Prepare documents of command results for the CFL, as specified in paragraphs 5b (4) and 5b (5). Maintain a file of signed reports for a three-year period.

(9) Upon transfer of member, ensure completed NAVPERS 1070/613, Administrative Remarks page, member's Physical Readiness Program data (using COMNAVPERSCOM-approved Physical Readiness Program software), and other documents are forwarded to the member's next command. Retain copies for 6 months.

(10) Be thoroughly familiar with safety procedures in enclosure (1).

(11) Track monthly PFA and body fat measurements for all personnel who fall into the guidelines established in enclosure (2). Forward results to department heads and leading chief petty officers.

d. Department Heads shall:

(1) Ensure all personnel are familiar with the Navy's Physical Readiness Program and ensure physical training is a part of the weekly routine for all military members per reference (a).

(a) Participation in a program of aerobic physical exercise is required at least three times per week, except for personnel excused by medical authority or whose military duties make it impossible.

(b) Exercise sessions should consist of at least 30-40 minutes of activity, to include 20 minutes of brisk aerobic exercise. Whether these sessions are organized and conducted by the department/division or conducted on an individual basis shall be determined by individual departments/divisions. However, appropriate controls shall be put into effect to ensure required participation. Although team sports are useful for building camaraderie and esprit de corps, they are not to be substituted for physical training requirements.

(c) Facilitating individual or group efforts by creatively structuring working hours and/or meal and break times is consistent with the intent of this requirement.

(d) Members on Limited Duty shall participate in some form of physical activity if recommended by their physician.

(e) Members in the Fitness Enhancement Program will participate in directed aerobic physical exercise four times per week under the direction of the Fitness Enhancement Program Trainer as described in enclosure (2). FEP training will not be conducted during normal working hours.

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(2) Appoint one DFL for every 25 personnel assigned. DFL must meet following criteria unless specifically approved by CFL:

- (a) E5 or above
- (b) Non smoker
- (c) At least 1 percent below body fat standard
- (d) Overall "good low" or above

(3) Ensure participation in PFA by all assigned personnel.

(4) Document PFA results in regular fitness or evaluation reports per reference (a).

(5) Monitor progress of personnel who have failed or are at minimum fitness standards, and ensure they participate in the monitored FEP in accordance with enclosure (2). Take administrative actions for unsatisfactory progress.

(6) Refer for assistance those who fall below prescribed minimum fitness standards to FEP or DAPA, as appropriate.

(7) Ensure DFLs are readily available to assist the CFL and ACFL during PFA. The ACFL shall be notified when new DFLs are assigned.

(8) Ensure all personnel who fall below the guidelines established in enclosure (2) participate in monthly PFAs and body fat measurements described in enclosure (2).

e. Department/Division Fitness Leaders shall:

(1) Counsel individuals who need assistance in meeting minimum fitness standards.

(2) Assist department head/division officer in the implementation and coordination of command sponsored physical training routine.

(3) Ensure newly assigned personnel are indoctrinated into Navy Region Southwest's Staff physical readiness policies and are escorted to the office of the ACFL with their Physical Readiness information on disk for check-in procedures. All new check-ins will be measured for Body Fat. Those who fail will be enrolled in the monitored FEP as described in enclosure (2).

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(4) Assist the ACFL during the PFA risk factor screening, height/weight measurement, and testing cycles.

(5) Ensure that all personnel who are below or at minimum fitness standards are assigned to the FEP coordinated by the ACFL. FEP times will be offered so that personnel can participate during non-work shift hours. Arrangements may be made during working hours through the ACFL with prior approval of the individual's department head.

(6) Attend all command physical readiness program meetings.

(7) Inform ACFL of personnel who are within 30 days of transferring or separating.

(8) Be thoroughly familiar with safety procedures in enclosure (1).

f. All Military Personnel shall:

(1) Participate in a program of aerobic physical exercise at least three times per week, except when excused by medical authority. Exercise sessions should stress aerobic activity, but a well-balanced program which also includes flexibility and muscular strength conditioning is necessary. Although team sports are useful for building camaraderie and esprit de corps, they are not to be substituted for the physical training requirements.

(2) Achieve and maintain a fitness level equal to or above, prescribed minimal fitness standards at all times.

(3) Take the PFA when scheduled unless waived in writing by proper medical authority. If waiver applies only to one portion of the PFA, i.e., 1.5 mile run, the remainder of the test must be completed. Even if waived from taking the PFA, the member must continue to maintain height/weight/body fat standards outlined in reference (a).

(4) Utilize resource information and the assistance of department fitness leaders in the development of personal weight control and physical fitness programs.

(5) Be subject to administrative action as outlined in reference (a) when the member:

(a) Exceeds height/weight/body fat standards.

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(b) Fails to meet physical readiness standards by not passing the PFA or not taking the PFA (for other than complete a medical waiver).

(6) Upon being ordered to the Fitness Enhancement Program, comply with the program as outlined in enclosure (2).

(7) Upon announcement of PFA cycle dates, personnel whose 5-year physical will expire prior to test date must immediately schedule a 5-year physical with medical.

(8) Upon receipt of Medical Referral (SF 600), immediately schedule a medical appointment for medical screening.

(9) Notify DFL when within 30 days of transferring or separating.

(10) Within 30 days of checking into the command, take a practice assessment in the FEP.

(11) Participate in monthly PFAs and/or body fat measurements if required as outlined in enclosure (2).

g. The Drug and Alcohol Program Advisor (DAPA) shall:

(1) Screen individuals referred to them by department heads.

(2) Refer appropriate individuals to Counseling and Assistance Center (CAAC) or medical for further screening, as required.

h. The Morale, Welfare, Recreation Director shall:

(1) Provide facilities and trained personnel for the administration and evaluation of PFAs, individual fitness programs, and the FEP.

(2) Provide a workspace for the ACFL to conduct administrative duties.

(3) Provide a lifeguard for the swimming portion of the command PFA. This will be coordinated with the assistance of the COMNAVREG SW ACFL.

(4) Ensure the Chain of Command, including the CFL, is updated quarterly on the amount of appropriated funds available to enhance the Physical Readiness Program.

i. The NTC Naval Medical Clinic, is responsible for:

(1) Reviewing the health status, prior to testing, of each individual not eligible to PFA for the following reasons:

(a) Answered YES to any Risk Factor Screen question.

(b) Out of body composition standards.

(c) Currently waived from PFA.

(d) Requires 5-year physical.

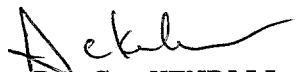
(e) Existing medical conditions, which may interfere with their ability to complete the testing requirements safely.

(2) Recommending waivers for personnel with medical limitations whom shall be placed in a physical fitness program consistent with their limitations.

(3) Conducting medical evaluation boards for individuals with a medical condition that prohibits them from participating in any portion of the PFA for three or more cycles.

(4) Providing training information and presentations covering the various aspects of physical fitness and good nutrition to the CFL for dissemination to all personnel.

6. Forms. NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, S/N 0106-LF-010-6991 is available through the Naval Supply system and may be requisitioned per CDROM NAVSUP P600 (NLL).


D. C. KENDALL
Deputy and
Chief of Staff

Distribution:

(Web Page) www.cnrsw.navy.mil/admin/menu.htm

PFA Safety Procedures

1. Responsibilities. The CFL, ACFL, and DFLs will be thoroughly familiar with the safety procedures outlined in this enclosure.

2. Prior to PFA

a. CFL will notify Medical of test dates to alert Emergency Medical Technicians (EMT).

b. CFL, ACFL, and DFLs will meet prior to PFA to discuss safety procedures outlined in this enclosure.

c. ACFL will ensure that lifeguards will be available for swim and that the track is free of safety hazards.

3. PFA Procedures

a. DFLs will ask personnel if they have any recent medical conditions that could prevent them from safely participating in the PFA. Individuals whose health is in question will proceed directly to medical for immediate screening.

b. DFLs will ensure all personnel have sufficiently stretched and warmed up prior to commencing events.

c. PFA will be conducted in groups no larger than 30 personnel at one time. Two coordinators will monitor the push-ups and curl-ups. During the run, three safety observers will be stationed at intervals along the track. For the swim, in addition to the qualified lifeguard, there will be one coordinator for each swimmer.

d. For any injuries during the test, DFLs will perform CPR if necessary and call the standby medical personnel. Safety observers on the track will have handheld radios or cellular phones and will call security dispatch in the event of an injury.

e. EMT personnel will be stationed on the track to provide immediate assistance if available.

4. Unsafe Weather Conditions

a. Prior to PFA: If an unsafe weather condition exists prior to PFA, individuals will still be responsible for mustering at the gym unless the weather is too severe for safe travel.

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CFL will inform participants if the PFA needs to be rescheduled. PFAs will be rescheduled as soon as practical but will not interfere with other scheduled PFAs. If conditions clear prior to a later scheduled PFA, that PFA will continue as scheduled.

b. During PFA: If an unsafe weather condition develops after commencement of the PFA but before the run/swim, the PFA will stop and the entire PFA must be rescheduled and retaken by all affected participants. Once the run/swim has commenced, the DFLs will notify all participants in unsafe weather to stop. Those who have not finished must be rescheduled and re-tested.

FITNESS ENHANCEMENT PROGRAM (FEP)

It is the personal responsibility of each FEP participant to follow these procedures.

FEP SCHEDULE

1. All COMNAVREG SW staff personnel on the monitored FEP will muster at 0600, Monday through Thursday.
2. There will be a make-up session on Friday ONLY for those with a valid excuse exempting them from attending an earlier session in the week.
3. In the event of a holiday, participants must attend all sessions on the remaining days during the week.

DIVISIONAL FITNESS LEADER (DFL) DUTIES AND FEP CHECK IN PROCESS

1. Divisional Fitness Leaders (DFL) will monitor the sessions according to their watch schedule.
2. DFL's are to ensure all participants are properly mustered on time and to monitor individuals for the entire session to ensure they are participating sufficiently for the entire hour.
3. Departmental muster logs is required.
4. All FEP participants must report to the front desk of the gym to muster with the DFL.
5. Participants need not sign into the gym's log, participants must only sign in on the log indicated by the DFL.
6. DFL's will also have a muster sheet for COMNAVREG SW personnel and mark the names of all individuals present. Those muster sheets are forwarded to the CFL by COB.
7. Anyone who does not participate for an entire hour will be taken off the muster sheet. The senior FEP participants will lead all exercises. At the conclusion of the hour, FEP participants must sign out with the DFL.

Enclosure (2)

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DEPARTMENTAL AND INDIVIDUAL RESPONSIBILITIES

It is the personal responsibility of each FEP participant to follow these procedures. They are ultimately responsible for their own actions.

1. Anyone who does not participate for an entire hour will be taken off the muster sheet.
2. Senior FEP participants will lead all exercises.
3. At the conclusion of the hour, FEP participants must checkout/sign out with a DFL.
4. Any participant with a valid excuse for missing monitored FEP must notify their chain of command and DFL who must then notify the COMNAVREG SW CFL, by email or fax (532-3181) prior to missing any session.
5. Any changes made less than one work day prior to an individual missing a session must be submitted by close of business (COB) the day of the missed session. This notification should go to the CFL.
6. Sick in Quarters (SIQ): If anyone feels they have an adverse medical condition, they must notify a DFL and report directly to medical to obtain an SIQ chit. Those SIQ must present SIQ chits no later than (NLT) COB the day of the missed session. Unless medically waived, missed sessions must be made up Friday in order to satisfy the 4 times requirement.
7. DFL's will note any no-shows during the day missed since we need not wait until the end of the week to determine if four sessions are attended for most personnel. Any missed session without a valid chit will require administrative action as follows:
 - a. 1x: Department notified. Documented counseling required by department. DFL's must maintain copies.
 - b. 2x: Extra military instruction (EMI): 2hrs additional PT per week for one month. Sessions monitored by DFL at the DFL's convenience. DFL will document.
 - c. 3x: Report Chit initiated by a CFL E7 or above. Page 13 copies forwarded to COMNAVREG SW CFL.

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PERFORMANCE INCENTIVES

1. Individuals who achieve at least a Satisfactory (SAT) Marginal on the practice PFA and are within body fat standards will only be required to attend 3 sessions per week. They will be able to continue this as long as they continue to achieve SAT Marginal on each weekly assessment and maintain body fat standards.
2. Individuals who achieve at least a Good Low on the practice PFA and are at least 1 percent below body fat standards will be excused for one week per month as long as they maintain these standards on each assessment. Individuals on Leave/Temporary Assigned Duty (TAD)/SIQ will not be allowed to miss more than one week per month total. In any case, all personnel must attend a minimum of nine sessions per month.

MONTHLY ASSESSMENTS

1. All COMNAVREG SW personnel who score below a Good Low on the semi-annual PFA as well as all new check-ins to COMNAVREG SW are required to perform monthly assessments in the FEP. They will be scheduled for one day 30 days in advance. Those who score below a SAT Marginal will be enrolled in the FEP for a period of 30 days, at which time they will be re-assessed to determine if an extension is required.
2. All new check-ins must be measured for body fat. All COMNAVREG SW males above 20 percent body fat and females above 31 percent body fat will be required to have monthly body fat measurements by DFLs. Those who fall at or above standards will be enrolled in the FEP for a period of 30 days, at which time they will be re-assessed to determine if an extension is required. Failures must be sent to medical for a clearance prior to participation in the FEP. They have one week to get this clearance after failing a measurement.

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MEMORANDUM

From: Command Fitness Leader, Commander, Navy Region Southwest
 To: _____

Subj: FITNESS ENHANCEMENT PROGRAM NOTIFICATION

Ref: (a) OPNAVINST 6110.1F
 (b) CNRSW 0000

1. Screening of Body Fat Measurement/Physical Fitness Assessment Results identifies that _____ has not/marginally met the Department of the Navy's standards for physical fitness requirements per reference (a):

CURL UPS	Pass/Marg/Fail	PUSH UPS	Pass/Marg/Fail
SIT REACH	Pass/Fail	450 METER SWIM	Pass/Marg/Fail
1.5 MILE RUN	Pass/Marg/Fail	"NO SHOW"	Failure
BODY FAT	_____ %		

2. _____ is hereby directed to report to the COMNAVREG SW Mussels Gym no later than _____ to be enrolled in the Monitored Fitness Enhancement Program (FEP) per reference (b). If this individual fails to regularly attend the required PT session, he/she will be notified for corrective/disciplinary action. He/she will remain on the FEP until he/she achieves a "Good Low" and is 1 percent below body fat standards for two consecutive PFA cycles.

Past history of PFA results

1. _____	_____
2. _____	Command Fitness Leader
3. _____	_____
4. _____	Department Head

Enclosure (3)

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MONITORED FITNESS ENHANCEMENT PROGRAM INDOCTRINATION

1. As a result of your failure to sufficiently exceed the Navy's Physical Readiness standards, or your lack of participation in the last PFA cycle, you have been assigned to the Monitored Fitness Enhancement Program (FEP). Sessions begin on _____. Attendance in this program is mandatory and will usually warrant participation during your off-duty hours. Request to attend this PT session during normal working hours will be forwarded to the appropriate department head. You will remain on this program until you achieve at least a "Good Low" **and** are at least 1 percent below body fat standards for two consecutive PFA cycles.

2. You must attend the FEP a minimum of four times per week on separate days unless you meet the requirements in CNRSW 6110.1A. These sessions are held at the Mussels Gym. It is your responsibility to ensure that you are on time for the PT sessions and that you are signed in with the Divisional Fitness Leader. Attendance is taken at the beginning of the session and again at the end.

----- IF you are not there for the last roll call your name will be taken off the list.

----- You will not receive credit for any sessions which have already begun and you come in late.

----- Failure to attend four PT sessions per week may result in punitive action.

3. Uniform for PT sessions will be appropriate PT clothing with adequate running shoes. Offensive or obscene PT attire is not allowed.

4. If assigned a watch or duty, which precludes attending any PT sessions for that day, notify ACFL/Fitness Director. All sessions missed due to Active Duty responsibilities must be made up and will be scheduled by the ACFL/Fitness Director. If provisions of these guidelines are not complied with and you are mustered as Unauthorized Absence (UA) for any PT sessions, disciplinary actions may be initiated.

----- A copy of any Special Liberty, Leave chits, or any medical chits that will affect your PT training must be turned in to the Assistant Command Fitness Leader/Fitness Director.

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5. FEP sessions are held at Mussel's Gym across from Bldg 1:

Monday thru Friday: 0600-0700
Sessions will not be held on holidays.

----- In the event of a four-day workweek due to a holiday
you will still attend four FEP sessions. In the event of a
three-day workweek, you will attend three days that week.

I, _____, acknowledge receiving a FEP
Indoctrination and I understand the rules and requirements of
this program.

DATE

MEMBER'S SIGNATURE

DATE

DIVISION OFFICER

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV. 10-81)
S/N 0106-LF-010-6991

SHIP OR STATION

Commander, Navy Region Southwest

1. I, _____, USN/USNR have been advised that I have accumulated my ____ first/ ____ second/ ____ third Physical Fitness Assessment (PFA) failure in a four-year period, due to:

____ Exceeding height/weight and body fat limits. The date of my official body composition measurements was _____. At that time, my percent body fat was measured at _____; my weight was measured at _____; my circumference measures neck/abdomen/waist/hips were _____.

____ Failure of the PFA, due to failure of the _____ (run, swim, push-ups, curl-ups). The date of my official PFA was _____. My raw PFA scores were as follows:

Run (swim) _____, Push-ups _____, Curl-ups _____.

I understand that I am enrolled in the monitored Fitness Enhancement Program (FEP) as of the date of this page 13. I am required to participate until I achieve at least "Good Low" and am at least 1% below body fat standards for two consecutive PFA cycles. To help you reach Navy standards, the following assistance is available:

Medical evaluation, if out of body fat standards.

Appropriate referral/information (Command Fitness Leader, Dietician, Wellness Center)

Remedial program for weight loss and/or physical conditioning.

In the event that I have failed my first and/or second PFA, I am fully aware of the possible administrative actions for exceeding body fat limits or failing the PFA, which include, but are not limited to:

Documentation of my PFA result on my enlisted evaluation for the reporting period in which the failure occurred.

Ineligible to transfer to any special duty or school if I do not meet the PFA standards for that duty or school.

If I have exceeded height/weight and body fat limits or failed the PFA for the third time in a four-year period, I am aware of the administrative actions, which include, but are not limited to, the following:

An evaluation mark of 1.0 in Military Bearing for the reporting period in which the third PFA failure occurred.

Denial of frocking, advancement, or reenlistment until I pass three consecutive PFAs prior to the limiting date for the advancement cycle.

May be granted an enlistment extension at CO's discretion to participate in next immediate PFA. Failure of a PFA before three consecutive passes shall result in discharge at end of active obligated service.

SIGNATURE/DATE

WITNESS/DATE

NAME (Last, First, Middle)

SSN

BRANCH AND CLASS

Enclosure (5)

25 SEP 2011

DATE _____

MEMORANDUMFrom: _____
To: _____

Subj: (PRIMARY/ALTERNATE) DEPARTMENT/DIVISION FITNESS LEADER

Ref: (a) OPNAVINST 6110.1F
(b) CNRSW San Diego 6110.1

1. You are assigned the duties of Primary/Alternate Department/Division Fitness Leader. You will familiarize yourself and be guided by references (a) and (b) and ensure that all requirements are complied with.

2. You will be an example of Navy physical readiness by exceeding satisfactory Physical Fitness Assessment standards and proper weight management.

3. You will be responsible and report to Navy Region Southwest Command Fitness Leader and Assistant Command Fitness Leader, as required, for physical fitness matters.

4. This appointment remains in effect until you are relieved or transferred, whichever ever occurs sooner.

Department/Division Officer-----
DATE _____FIRST ENDORSEMENT

From: _____

To: _____

1. I acknowledge my assignment as Department/Division Fitness Leader. I have read and understand the billet assignment as specified above.

Assigned Individual

Enclosure (6)